



DEFENSE CONTRACT MANAGEMENT AGENCY

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MEMORANDUM FOR COMPONENT HEADS

April 30, 2018

SUBJECT: DCMA Policy-type Memorandum 18-001, "Workload Acceptance"

References: Code of Federal Regulations, Title 32
DCMA-INST 402, "Workload Acceptance," as amended
DCMA-INST 118, "Contract Receipt and Review," as amended
DCMA-MAN 501-01, "Policy Issuance Procedures," April 13, 2017
Federal Acquisition Regulation (FAR) 42.202(g), "Refusing delegation of contract administration," January 19, 2017

Purpose. This DCMA Policy-type Memorandum (DCMA-PTM):

- Establishes a new workload acceptance (WA) policy to capture guidance provided by the DCMA Director and to disseminate new procedures in accordance with DCMA-MAN 501-01.
- Implements new roles, responsibilities, and timelines for contract receipt and review, grant receipt and review, workload acceptance or declination, and for performing the necessary contract/grant modifications necessary to reassign contract administration office (CAO) or grant administration responsibilities.
- Categorizes low value and low risk (LV&LR) contracts and most services-type contracts as non-mission work for the Agency. See Resource Page for the Agency definition of LV&LR contracts.
- Establishes new guidance and processes to incorporate with the Agency's Contract Receipt and Review (CRR) procedures, manual or work aides.
- Cancels DCMA-INST 402 in its entirety.

Applicability. This DCMA-PTM applies to all DCMA activities unless higher-level regulations, policy, guidance, or agreements take precedence.

Policy. It is DCMA policy that:

- Newly assigned contracts to DCMA for administration receive an initial review to identify contract administration requirements and to ensure data integrity within 30 calendar days of the task receipt date (reference DCMA-INST 118, "Contract Receipt and Review"). Contract Management Office (CMO) Commanders/Directors must employ early entry screening tools to rapidly identify non-mission work and execute CMO-level WA decisions.

- Newly assigned grants, cooperative agreements, and other transactions to DCMA for administration in accordance with Subpart 22.710 of Title 32, Code of Federal Regulations and this DCMA-PTM must receive an initial review to ensure proper assignment and data integrity within 30 calendar days of the task receipt date.
- All workload acceptance decisions must be accomplished within 45 calendar days of task receipt date. If this period is exceeded, CMO Commanders/Directors must document reasons for delays in the official file and must maintain an open line of communication with the buying activity's procuring contracting officer (PCO) and other Agency stakeholders until rendering/securing the final decision.
- CMO Commanders/Directors will decline for administration those contracts associated with or containing a preponderance of non-mission work and determine preponderance by dollar value associated with different types of work called out in the contract. See the Contract Receipt and Review (CRR) WA Checklist (located on the resource page) to gain better understanding of the phrase "non-mission work."
- Existing, non-mission work discovered in DCMA workflows months or years beyond the 45-day window may require retaining the contract/grant for administration until closed out, and/or may involve transition negotiations with the buying activity to reassign administration based on an agreed upon exit criteria. CMO Commanders/Directors must document both findings and outcomes in the official file upon discovering/confirming non-mission work.
- The DCMA Director, or duly appointed designee, retains the final authority to decline mission work from a mission customer due to inadequate resources (reference FAR 42.202(g)):
 - If additional resources are required at the working-level place of performance, the WA decision will default to the next higher supervisory level with the authority to realign resources (e.g., by employing Workload and Resourcing (WAR) procedures).
 - Each supervisory level will assess the cumulative impact of new work received without causing an adverse impact to the current mission.
- Only the DCMA Director or duly appointed designee, may accept non-mission work (e.g., LV&LR contracts and most Services-type contracts).
 - The authority to accept non-mission work involving Special Access Programs (SAP) and/or Sensitive Compartmented Information (SCI)

rests with the Executive Director, Special Programs as hereby delegated.

- If non-mission work is accepted by the Executive Director, Special Programs and there is a resulting resource impact, the Executive Director, Special Programs must immediately notify the DCMA Director, Deputy Director, and the Executive Director, Financial and Business Operations for situational awareness.
- A singular WA decision to accept non-mission work will not signal a change to the mission of the Agency. Each WA decision stands on its own merit(s), is sometimes situational, and must not set precedent for future WA decisions on the same/similar subject matter or for the same/similar customer(s).
- All Agency personnel must execute this DCMA-PTM in a safe, efficient, effective, and ethical manner.

Responsibilities.

- DCMA Director. The DCMA Director or duly appointed designee will render all WA decisions on accepting non-mission work.
- DCMA Deputy Director. The DCMA Deputy Director will:
 - Ensure WA decisions fall within the Agency's regulatory authority.
 - Lead WA discussions with the Component Heads and staff subject matter experts.
 - Provide WA decision recommendations to the DCMA Director.
 - Execute executive authority to reject WA decision packages not supported for elevation to the DCMA Director.
- Executive Director/Inspector General, Office of Internal Audit and Inspector General (OIA-IG). The Executive Director, OIA-IG will:
 - Initiate, supervise, and coordinate WA specific audits when conducting DCMA field activity inspections and evaluations.
 - Validate Component Head (headquarters and operational), and CMO Commander/Director adherence to this DCMA-PTM.

- Component Heads. The Component Heads will:
 - Be responsible for the integrity and completeness of the WA decision packages generated within their command.
 - Follow Agency Correspondence Control guidance for submitting an Action Memo and supporting documentation to the DCMA Director when agreeing with the CMO Commander/Director rationale for accepting non-mission work.
 - Consider all WA factors, regulations, and directives in facilitating an Agency-level WA decision.
 - Execute authority to reject WA decision packages not appropriate or not supported for elevation to the DCMA Director.
- CMO Commanders/Directors. The CMO Commanders/Directors and will:
 - Be responsible for the integrity and completeness of the WA decision packages generated within their CMO.
 - Secure and apply CMO resources in a manner to ensure all contracts/grants newly assigned to DCMA for administration receive an initial review to identify contract/grant administration requirements and to ensure data integrity within 30 calendar days of the task receipt date (i.e., date/time the task is initially loaded into the Integrated Workload Management Software (IWMS) workflow).
 - Coordinate with the buying activity's PCO on the functions assigned to DCMA for administration to ensure clarity.
 - Execute local authority to reject WA decision packages not appropriate or not supported for elevation through the Component Head and to the DCMA Director for consideration.
 - Document reasons for delays in the official file and maintain an open line of communication with the buying activity's PCO and other Agency stakeholders until rendering/securing a final WA decision.
 - Follow Agency Correspondence Control guidance for drafting a WA decision Action Memo and supporting documentation through the chain-of-command and to the DCMA Director for consideration. See the Procedures section (below) for examples of the range and depth of information necessary to facilitate WA decisions.

- Consider all WA factors, regulations, and directives; secure the necessary documentation/justification; then provide the necessary follow-up to facilitate a timely, Agency-level WA decision.
- WA Performance Advocate. The WA Performance Advocate in DCMA-PI will:
 - Provide WA analysis and recommendations upon request.
 - Review WA decision packages upon request.
 - Maintain an archive file of all WA decision packages forwarded to the DCMA Director for establishing trends, assessing training requirements, and for identifying potential policy and/or procedural gaps in the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulations Supplement (DFARS), other DoD and/or other Agency issuances.

Procedures.

- The CMO responsible for contract/grant receipt and review must follow the CRR WA Checklist (located on the resource page) to guide Agency WA decisions to facilitate the accomplishment of all WA decisions within 45 calendar days; accept mission work; and decline non-mission work by coordinating with the buying activity's PCO and Agency stakeholders, ensuring that a timely contract modification is made to change assignment of the contract/grant administration office (of record).
- CMOs wanting to accept non-mission must seek approval from the DCMA Director. Staff a WA decision recommendation through the chain of command (i.e., Component Head, DCMA Deputy Director) to the DCMA Director.
- Prior to requesting a WA decision from an Agency-level decision authority, the Component Head must review and support the CMO position to accept the work for administration. Headquarters functional lead coordination/concurrence is expected.
- At a minimum, a CMO must include the following information in any request for administering non-mission work:
 - Rationale for acceptance of non-mission work.
 - Contract Administration Service (CAS) functions required (reference FAR 42.302(a) and DFARS 242.302(a) and (b)).

- Customer name/title (e.g., buying activity and/or program office).
- Place(s) of contract performance.
- Primary or secondary delegation(s).
- Copy of the contract including the performance work statement.
- Clauses requiring DCMA CAS support.
- Resource impact.
- Previous/current work (e.g., describe if, when, and where DCMA performed the same or similar work; currently or in the past).
- Reimbursable/Non-Reimbursable. Address if the work is offered to DCMA on a reimbursable basis. Identify:
 - Full Time Equivalent (in whole numbers);
 - Commitment period (e.g., 3 years minimum); and,
 - Willingness to sign up to a contingency agreement (e.g., if customer cancels reimbursement agreement prior to original commitment period, customer bears full cost of reassigning/relocating impacted employees).
- CMO Commanders/Directors and Component Heads must follow the DCMA Correspondence Control Team site for guidance, templates, and resources needed to submit an Action Memo with supporting documentation to the DCMA Deputy Director, and/or DCMA Director.
- The sponsoring Component Head representative must submit the WA decision Action Memo and supporting documentation to the DCMA Correspondence Control email inbox (correspondencecontrol@dcma.mil) and provide a courtesy copy to the PI email inbox (piinbox@dcma.mil) with attention to the WA Performance Advocate. A request for additional information or a decision will normally be rendered within 14 calendar days of receipt.
- If a determination is made to return the work to the buying activity, the DCMA Administrative Contracting Officer must immediately coordinate this decision with the customer and Agency stakeholders, then promptly issue a modification changing the administration office (of record). This action will ensure an expedited return of the contract for administration and not allow the administrative time assigned to DCMA to accumulate.

- In the Special Programs Directorate, work (both new and follow-on) is accepted by the Customer Liaison Representative (CLR) on behalf of the Special Programs Executive Director. In some cases, the customer may make the request for continued support directly to East, Central, West or International CMO leadership and/or their functional personnel providing current support. CMO Commanders/Directors or their designees must forward these requests to the Special Programs CLR.

Labor Codes. Located on Resource Page.

Resource Page. <https://360.dcma.mil/sites/policy/PI/SitePages/18-001r.aspx>

Releasability. Cleared for public release.

Effective. This DCMA-PTM is effective immediately and the content will be converted to a new DCMA instruction, manual or work aide. This PTM will expire effective 12 months from the date of issuance.

A handwritten signature in black ink, appearing to read 'D. Lewis', with a long horizontal flourish extending to the right.

David H. Lewis
VADM, USN
Director